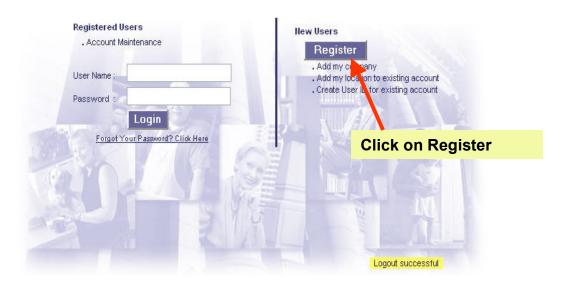


Welcome to Norfolk's Vendor Self Service System

Click here for step-by-step instructions to:

- . Create A New Account Download PDF
- . Activate Your Existing Account Download PDF
- . Update Your Existing Account Download PDF



If you need assistance, the Customer Resource Center can be reached by email at FBS-AccountsPayable@norfolk.gov or by phone at 757-664-4787. The center is open Monday through Friday from 8:30am to 5:00pm.

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Welcome, New User **AMS ADVANTAGE**

Registration Requirements

help & advice

Already registered? Click here to login. Otherwise, continue below.

Assemble the following information before continuing:

- Information on each location (first location entered will be considered the Headquarters)
- Tax ID Number
- · Legal Business name
- Contact Information (name, address, email, phone and fax)
 - Account Administrator (person responsible for your account)
 - o Ordering
 - o Payment
- . Descriptions of your products and services (for example, commodity codes)

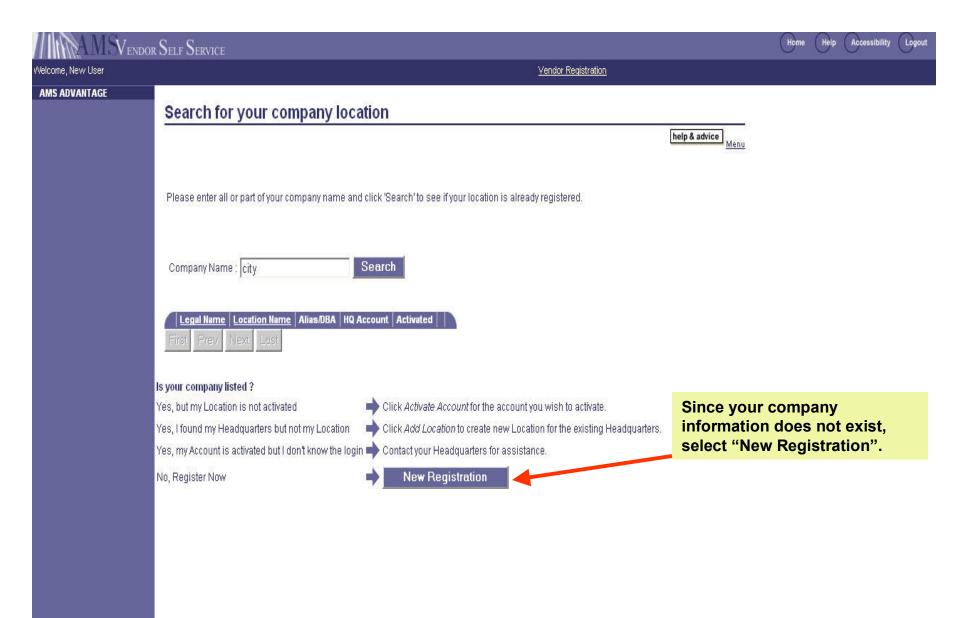
The vendor Registration process is designed to gather information that will be used in doing business with your organization. It is essential that the information about your organization is accurate and complete. The registration process should take between 10-20 minutes to complete. Your information will not be saved until the registration is complete. Please be advised that your session will be timed out after 15 minutes of inactivity, and your information will not be saved.

If at any time you have problems registering, please contact the Customer Resource Center at 757-864-4787.

After reading the **Registration Requirements** click on "Continue" to proceed with creating your account.

Continue







vVelcome, New User Vendor Registration

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Memorandum of Agreement

help & advice

You must accept the terms of this Agreement in order to register as a vendor with Vendor Self Service ("VSS"). If you choose not to accept these terms you will be returned to the HomePage for Guests.

By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, by the Vendor to: (i) register the Vendor; (ii) file, on behalf of the Vendor, all of the information requested in this registration process; and (iii) enter into this Agreement on behalf of the Vendor. By submitting this electronic vendor registration, you hereby agree on behalf of the Vendor and for the benefit of the City that:

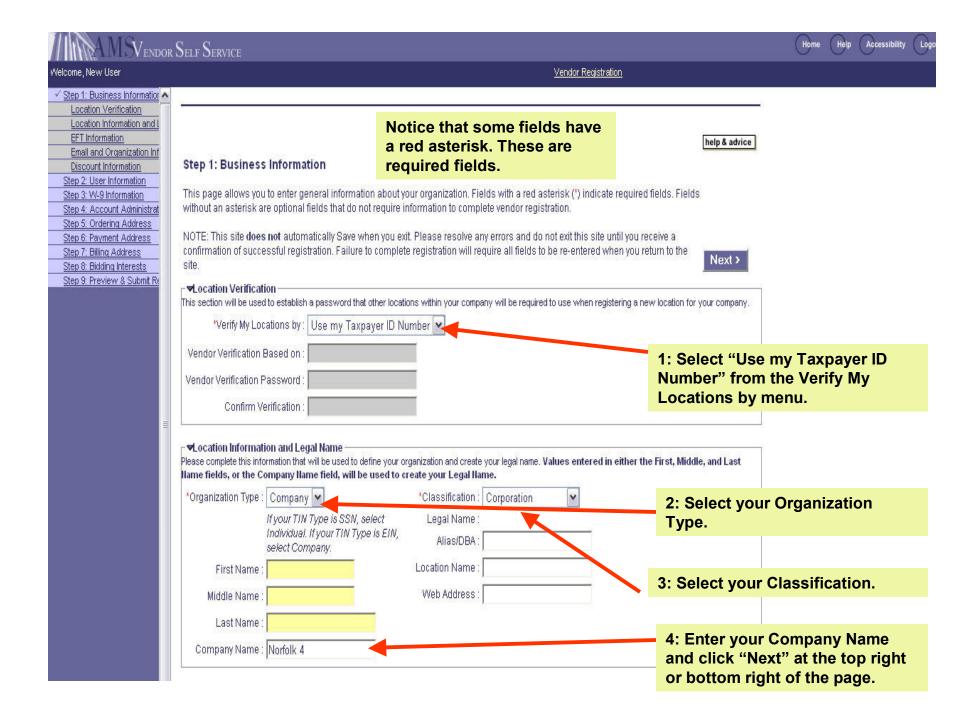
- 1. The Vendor shall use VSS vendor registration update functionality to update the Vendor's registration information whenever necessary to ensure that the registration information remains accurate and complete at all times.
- 2. The Vendor hereby warrants that the information provided by the Vendor through the VSS registration and VSS registration update functionality shall at all times be accurate, complete and current. The Vendor further warrants that the City shall be entitled at all times to rely conclusively on the currency, accuracy and completeness of the information the Vendor has provided through the VSS registration and VSS registration update functionality even if different information is or has been available to or received by the City through means other than the VSS registration and registration update functionality.

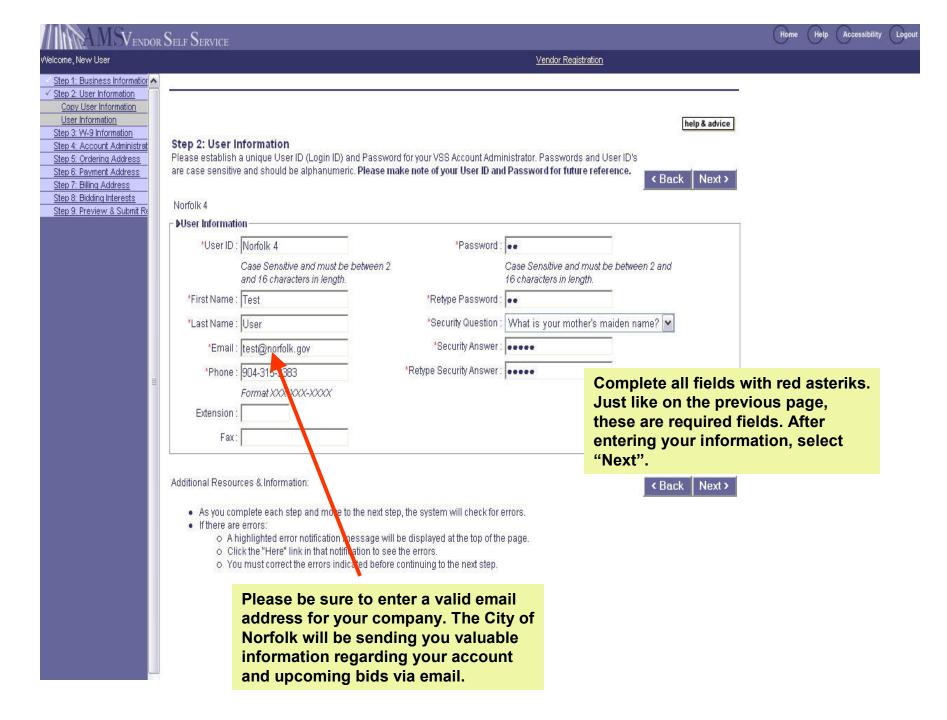
This Agreement shall remain in effect for as long as the Vendor is registered as a VSS vendor. All rights are reserved to cancel the Vendor's registration at any time. In the event the Vendor's registration is cancelled, the Vendor shall remain bound to this Agreement in regard to completion of any contract, purchase order or other electronic procurement transaction that was made or administered in whole or in part using VSS.

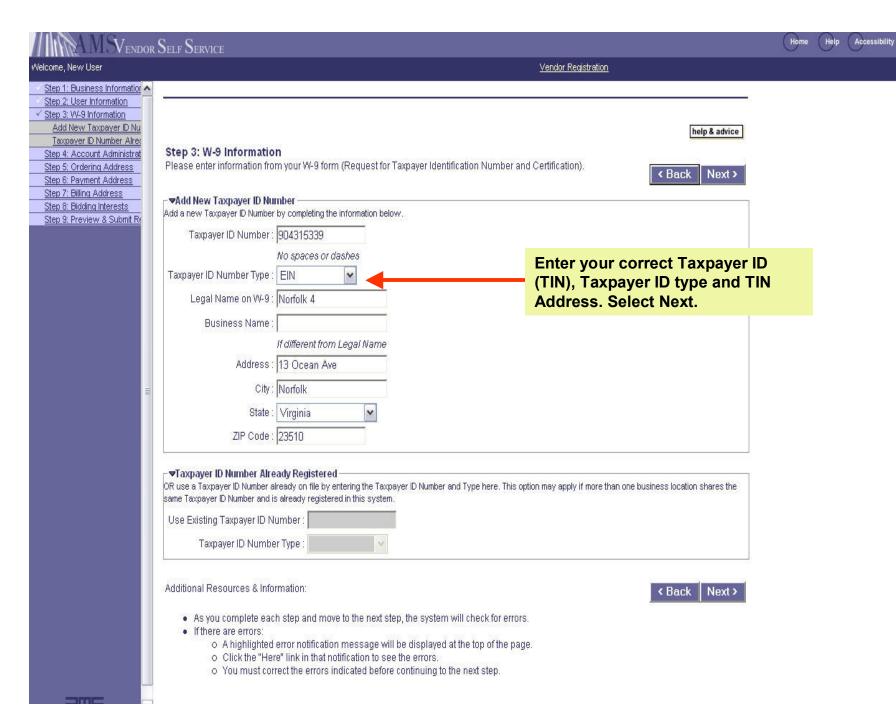
Accept Terms Reject Terms

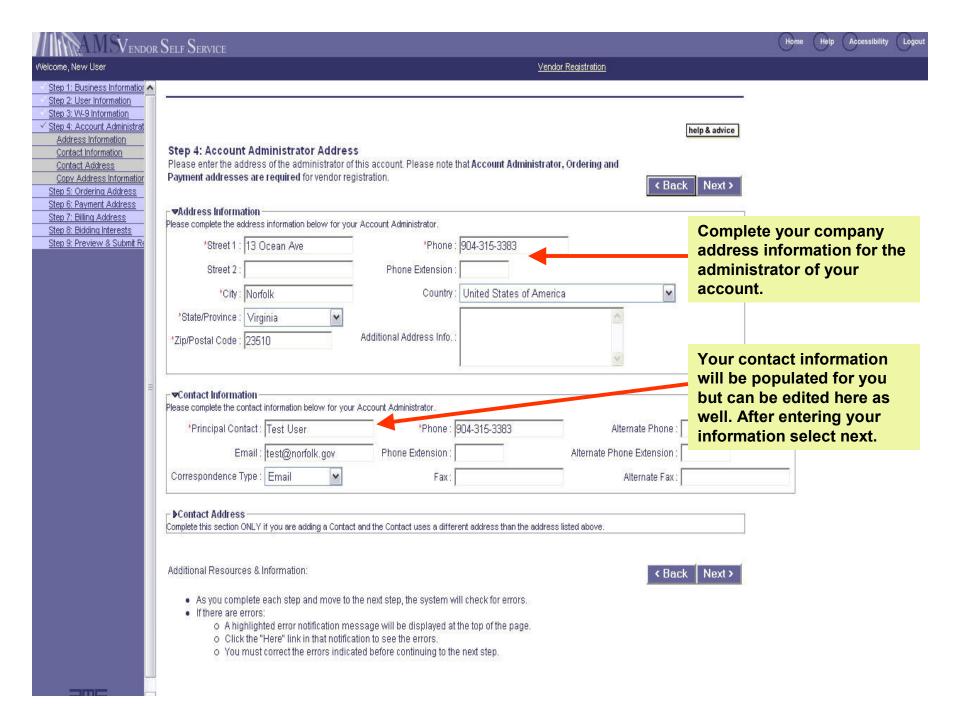
After Reading the Memorandum of Agreement as defined by the City, select "Accept Terms".

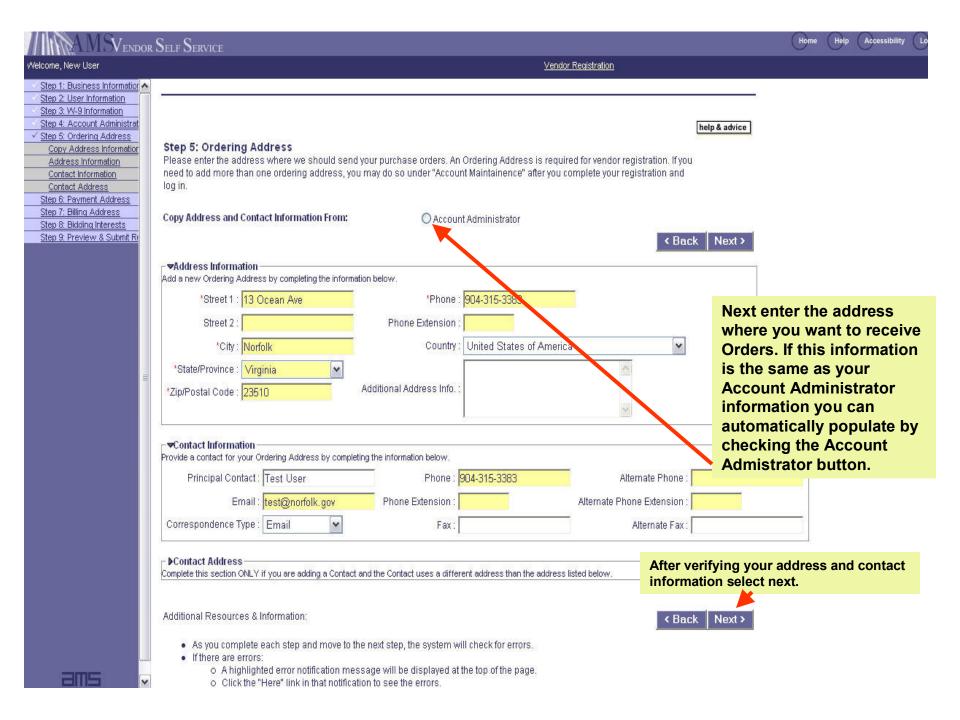
Note: If "Reject Terms" is selected you will be returned to the previous page. These terms must be accepted in order to create a new account.

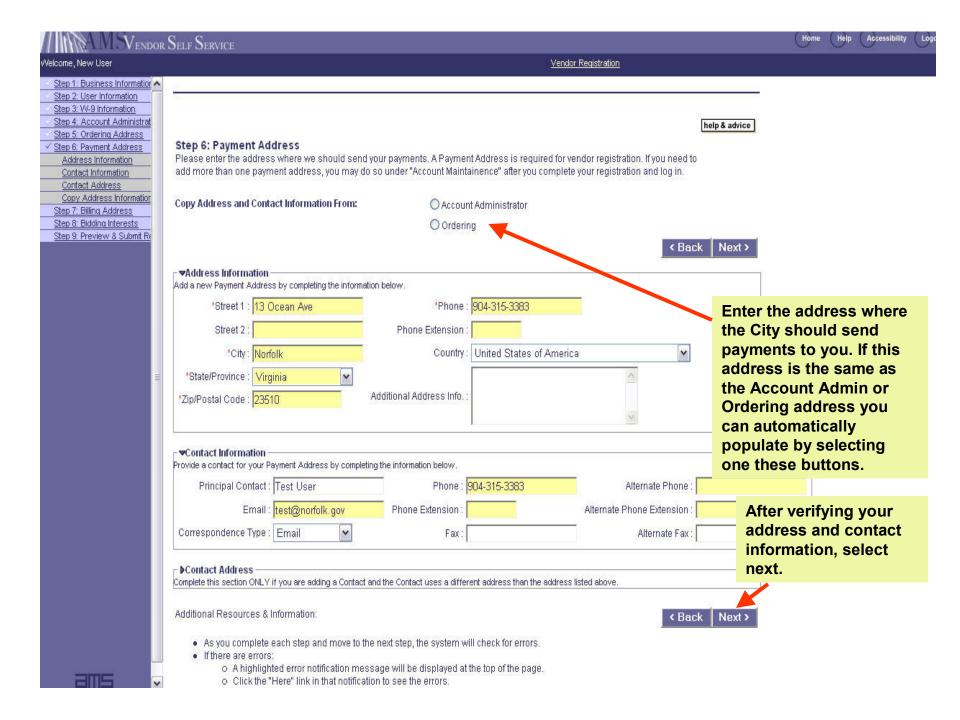


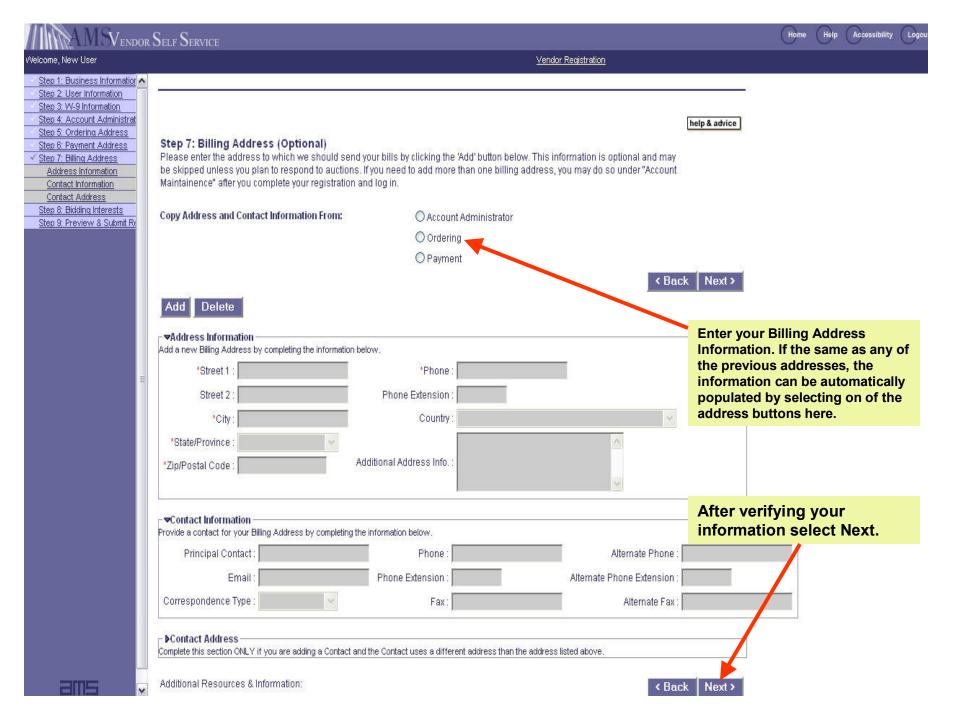


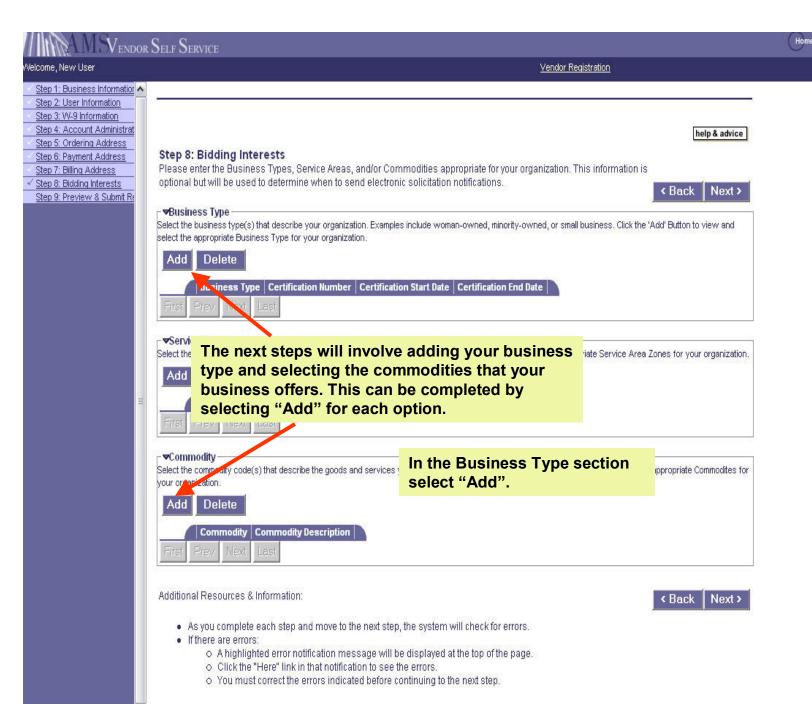


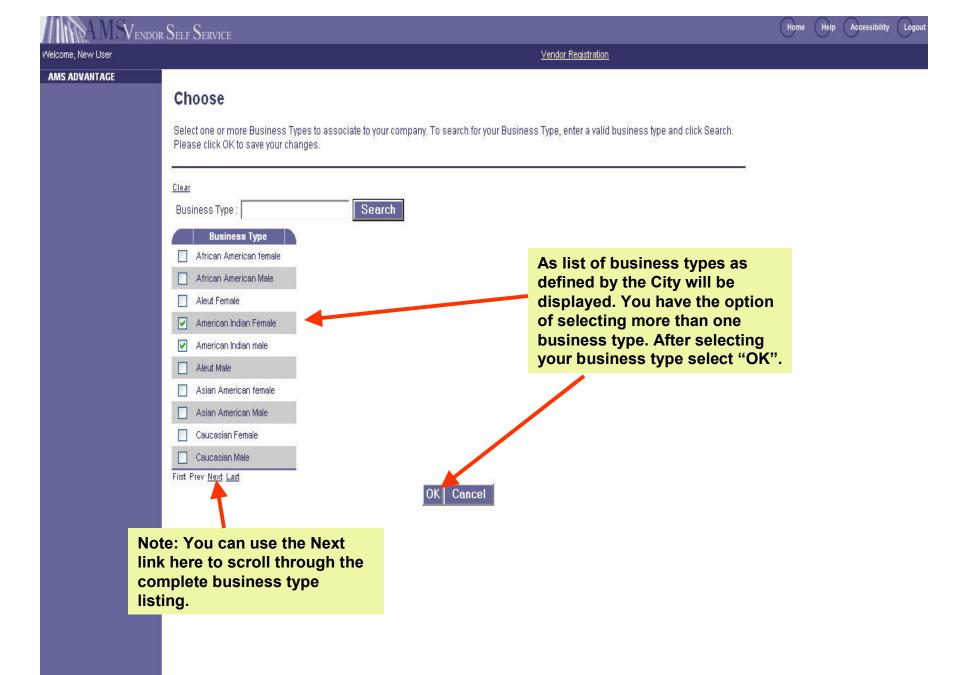


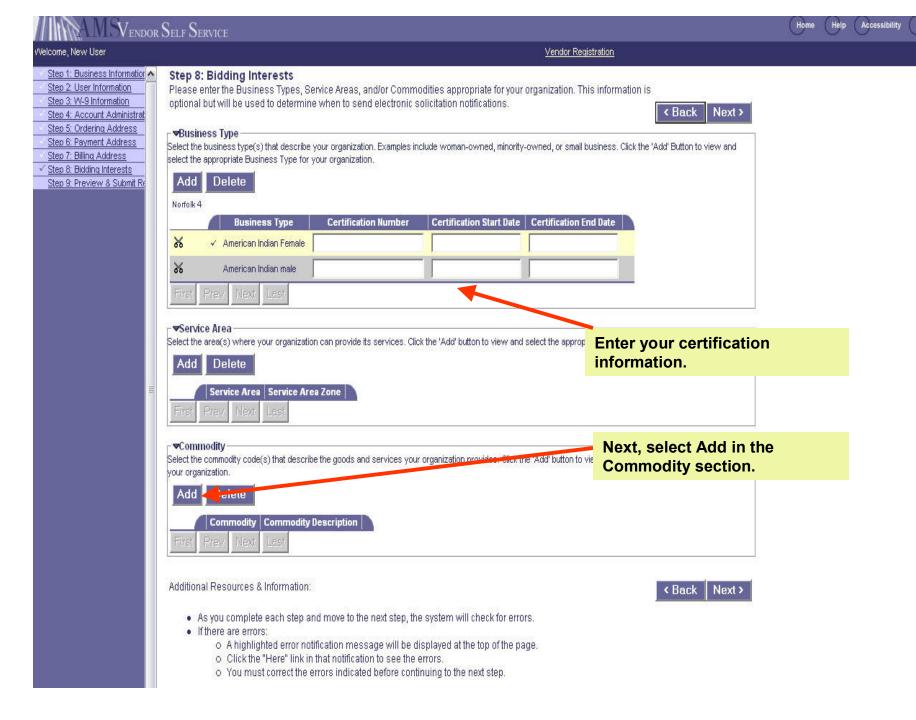


















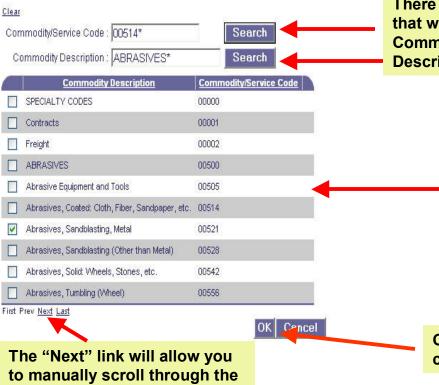
Account Maintenance Headquarters Information Master Addresses Contacts Location Information Address Information W-9 Information Business Types Service Areas Commodities User Information Location Users

Welcome, Norfolk city

Choose

Select one or more Commodities to associate to your company. To search for your Commodity, enter in a valid Commodity Code or Description and click Search. Please click OK to save your changes.

Wildcard (*) searches are allowed. For example, a search of Description using 'computer*' finds all commodities whose description begins with the word 'computer.' However, a search of Description using "computer*' would find all commodities with the word 'computer' anywhere in the description.

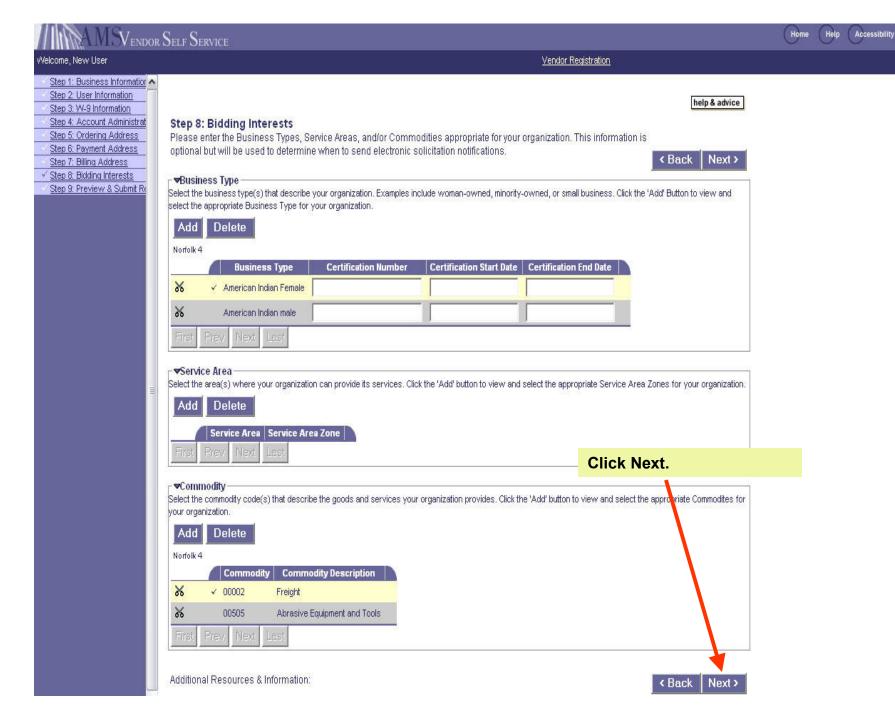


Commodity Code listing.

There is a robust search feature that will allow you to search by Commodity Code number or Description.

A complete list of commodity codes based on the NIGP commodity listing will be displayed. There are also custom commodity codes that the City has defined. You can select multiple commodity codes to describe what your organization offers.

Click OK after making your commodity selections.









Step 4: Account Administrat

Step 5: Ordering Address Step 6: Payment Address

Step 7: Billing Address Step 8: Bidding Interests

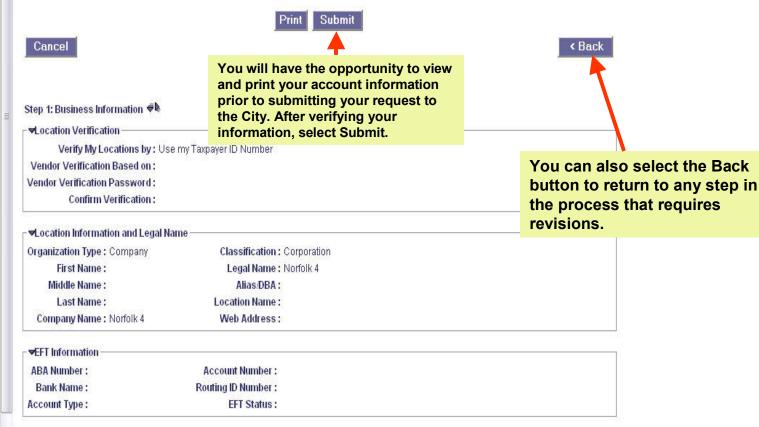
✓ Step 9: Preview & Submit Re

help & advice

Step 9: Preview & Submit Registration

This page displays a summary of all information entered in the previous steps. Please review your registration information below and print a copy for your records. If you need to make a change, click the 'Back' button or navigate directly to the appropriate step using the left menu.

Click 'Submit' to complete your on-line registration. Canceling your registration will result in the loss of all entered information.



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Thank You!

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Congratulations, you have now completed the on-line portion of the vendor registration process.

If you created a new account; In order to complete your registration with the City of Norfolk, please fax your completed W-9 Form to 757-864-4064 or send a scanned copy in PDF format to FBS-AccountsPayable@norfolk.gov. Your vendor self service account will not be fully activated until this information is received.

If you activated an existing account: The City of Norfolk has your W-9 form on file.

You will receive a congratulations message that your on-line registration is complete. If you created a new account be sure to submit your W-9 information to the City via fax or email.